

**US Naval Academy COVID-19 Mitigation Framework 1.0 –  
Re-opening Guidance for Workforce Return and Resuming USNA  
Services and Operations  
(7 August 2020)**

Purpose. To provide USNA personnel and cost centers with a framework to reconstitute our workforce, guide the restoration of command functions and services, and mitigate the future spread of COVID-19 virus.

Policy. To ensure the personal safety of the USNA workforce and mitigate the spread of the COVID-19 virus, all USNA personnel and cost centers will incorporate the following guidance into return of their workforces, restoration of services, and in daily operations. USNA's efforts will focus efforts on:

- Identifying those that are COVID-19 positive and rapidly isolating those that are known, or reasonably known, to be infected.
- Protecting our personnel and containing the spread through PPE, physical distancing and risk controls, flexible work arrangements, and workspace cleanliness.
- Treatment and care of those that require medical attention.

This policy will continue to evolve as we learn more about COVID-19 and its associated safety protocols.

**1. Identify and Isolate – Screen, Test, and Isolate/Quarantine (ROM)**

□ **Screen**

- Individuals will conduct daily self-monitoring for influenza-like illness (ILI) or COVID-like Illness (CLI) and, if symptomatic, will refrain from reporting to work and seek medical treatment, as required.
- Cost Centers will ensure daily completion of USNA COVID-19 Screening Questionnaire (see attached) for each employee prior to entering the workplace. Screening should at a minimum assess risk to exposure and a check for signs and symptoms, per CDC guidance.
- When directed by the Superintendent, USNA will conduct Enhanced Medical Screenings, to include temperature checks, for all personnel entering the Yard. Individuals entering via Gate 8 will be checked in the Hubbard Hall parking lot and those individuals entering Gate 1 will be checked at the King George Street bus cut-out in front of Halsey Rd. In addition to Halsey (Gate 1) and Hubbard (Gate 8), pedestrians may also be screened at Gate 3 (turnstile only). Detailed directions will be promulgated prior to implementation. ***(Note: Enhanced Medical Screenings at the gates, when conducted, satisfy the requirement for completion of the daily Screening Questionnaire. Cost Centers or sub-Cost Centers may, however, continue to screen their personnel locally, as required.)***
- All military members shall ensure pre-movement screening is completed prior to movement to/from USNA on approved leave, orders, or official travel.
- Contact Tracing. Naval Health Clinic Annapolis (NHCA) Preventative Medicine will assist in contact tracing for USNA employees identified to be COVID-19 positive.

- **Test** (USNA's Testing Strategy will continue to evolve based on availability and medical advances)
  - Test military members presenting ILI or CLI for COVID-19.
  - Refer DoD civilians or contractors presenting ILI or CLI to their healthcare provider for testing.
  - Test close contacts<sup>1</sup> of COVID-19 positive personnel, as test capacity permits.
  - Test all returning midshipmen prior to, and upon completion of, Restriction of Movement (ROM).
  - Perform Surveillance and or batch/pool testing of military personnel, when capacity is available, to rapidly identify and isolate COVID-infected personnel.
  - Latest DoD testing guidance is contained in Force Health Protection Guidance Supplement 10.
  
- **Isolate or Quarantine (Restriction of Movement).** ROM is the DoD term referring to the limitation of personal liberty for the purpose of ensuring health, safety and welfare. ROM is inclusive of Isolation and Quarantine.
  - **Isolate**
    - Definition: "Medical term referring to the separation of personnel from others due either to the development of potential COVID-19 symptoms or as a result of a positive COVID-19 test. Per CDC, Isolation is the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease."
    - Isolate personnel presenting ILI or CLI, until medical evaluation is complete.
    - Isolate COVID-19 positive personnel from the rest of the workforce. Ensure individuals have adequate berthing facilities and messing services.
    - Midshipmen should be isolated individually within specially designated rooms in Bancroft Hall. In the event of limited room availability, with Chief of Staff approval, midshipmen in isolation may be berthed two to a room, but only with another confirmed COVID-positive midshipman.
    - (Military) Provide medical treatment and counseling services to COVID positive personnel.
    - (Military) Provide routine monitoring, evaluate for further development of COVID symptoms, test
    - Return to work based on current BUMED guidance
      - Non-COVID Positive – > 7 days from presentation of symptoms, 72 hours free of symptoms
      - COVID Positive – follow test based or symptoms-based protocols.

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<sup>1</sup> **Close Contact:** Identified Individuals who spent at least 15 minutes (cumulative) within six feet of a COVID-19 positive individual during their potentially infectious period, defined as from 48 hours prior to symptom onset (or positive test if asymptomatic).

□ **Quarantine**

- Definition: “Quarantine is the separation of personnel from others as a result of suspected exposure to a communicable disease. Per CDC, Quarantine generally means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.”
- Military personnel shall be placed in quarantine/ROM for 14 days, following:
  - Travel to a high risk location (per CDC or local policy), or
  - Following close contact with COVID-19 positive case (or suspected case, as feasible), or
  - Precautionary quarantine, or sequester, of individuals or groups in order to ensure a “clean bubble.”
- Midshipmen should be quarantined within specially designated rooms in Bancroft Hall, maximum of two to a room. In the event of limited room availability, quarantined midshipmen may be berthed maximum three to a room, with Chief of Staff approval.
- Quarantined individuals shall be presumed positive and may not be assigned watch standing or additional duties.
- DoD Civilian or contractor personnel travelling to high risk locations or following close contact with COVID-19 positive persons are strongly recommended to follow DoD ROM precautions, and will not be permitted to return to the workplace until the 14-day quarantine period is completed.
- For quarantine of asymptomatic personnel, who may have exposure risk due to travel or personal contact, individuals cannot test-out of ROM. Personnel must complete the full 14-day period.
- Midshipmen (or enlisted residing in the BEQ) in quarantine shall be berthed separately from isolated (symptomatic) personnel.

**2. PROTECT the workforce and CONTAIN the spread through use of personal protective equipment (PPE), physical distancing, flexible work arrangements, workforce cleanliness, and risk-informed travel policies (leave, liberty, PCS, and official travel).**

**Personal Protective Equipment (PPE) – Face Coverings**

- Face Coverings. All individuals onboard USNA are required to wear cloth face coverings when they cannot maintain physical distancing of six feet or greater. Indoors, face coverings shall be worn at all times when not in an individual’s room or office.
- Employees are responsible for providing their own face coverings, unless job responsibilities require higher grade N95 masks or face shields (industrial, laboratory, or medical employee use).
- Appearance and fit: Any face covering that is conservative in appearance, professional, and not offensive, and conforms to the below CDC guidance is acceptable to be worn. Face coverings will:
  - Fit snugly but comfortably against the side of the face.
  - Cover the face from nose to chin; full face coverings (like ski masks) are not authorized.

- Be secured with ties or ear loops.
- Preferably include up to three layers of fabric, if material is cloth.
- Allow for breathing without restriction
- For military personnel (in uniform): be of a plain neutral color (black, brown, tan, white, grey, green, or matching camouflage pattern when wearing camouflage uniforms only)
- When in doubt, priority will be compliance with the CDC guidance for function over appearance. As uniform face coverings become available, standardized solutions may be prescribed for wear, especially for the Brigade of Midshipmen.
- Cloth or disposable face coverings are recommended over masks with embedded valves. One way valves prevent pathogens from entering, but do not prevent them from exiting when a person exhales.
- Face coverings are required in all locations or situations where it is unreasonable to expect six feet of physical distancing. They are required in:
  - All common passageways and common areas in all buildings on the Yard
  - Large gatherings and formations (>10 persons)
  - Common areas and all academic classrooms
  - Office spaces or outdoor, when greater than 6 feet of separation cannot be maintained
- Face coverings are not required during physical fitness activities, but physical distancing must be maintained.
- Cost centers are encouraged to develop subordinate guidance that covers unique operating environments. Exceptions to the above face-covering requirements require Chief of Staff approval.
- Military personnel on leave/liberty shall wear face-coverings per State of Maryland and local guidance.

#### **Reduce Contact through Physical Distancing and Physical Risk Controls**

- Individuals should continue to employ personal hygiene practices.
  - Wash hands frequently, for at least 20 seconds. If soap and water are not available, **use a hand sanitizer that contains a minimum of 60% alcohol.**
  - Avoid touching the face.
  - Sneeze or cough into a tissue, or into the inside of the elbow.
  - Avoid shaking hands, and refrain from touching other individuals
- Reconfigure work spaces to ensure physical distancing.
  - Re-configure offices – cubicles, partitions, classroom, and shared offices - to ensure a minimum of 6 feet of distancing between individuals.
  - Establish customer interface booths, desks, faceshields, signage/floor markings, etc.
  - Secure common spaces (break rooms, wardrooms, conference rooms) to group use.
  - Secure water fountains (with exception of bottle filling stations).
  - Provide hand washing/ hand sanitizer stations.
  - Open doors to the maximum extent practical, to reduce touching of knobs / handles.
- Enforce physical (social) distancing
  - Avoid large gatherings or meetings (>10 persons, or as prescribed by venue size and

distancing capacity). **Note:** *This number does not apply to classroom instruction or instances where venue capacity has been prescribed in consultation with NSAA Public Health Emergency Officer/PREVMED team.*

- Maximize continued use of virtual meetings over face-to-face gatherings.
  - Establish one-way or optimized “traffic patterns” in highly trafficked areas – passageways, stairwells, doors/entrances, etc.
  - Restrict movement of personnel to certain areas of facilities/Bancroft Hall, etc. (wings, decks/levels) to minimize physical contact between groups.
  - If conducting personal fitness activities, physical distancing shall be maintained (e.g., outdoor runs, etc.)
- As prescribed by the current HPCON condition, restrict/prohibit general public visitation. Conduct Enhanced Medical Screenings, to include temperature checks, of all essential visitors.

#### **Establish flexible personnel policies and risk controls**

- Establish target return to work populations and adjust workspace occupancy levels to support physical distancing requirements.
- Establish alternate work arrangements and adjust time and attendance, shifts, telework, etc .
- Identify “high risk” staff, per CDC guidelines.
- Per OPM guidance, people should be allowed to self-assess
  - Per OPM guidance, employers may grant exceptions for those that are caregivers or those that reside with “high risk” persons
- Consider ongoing impacts – childcare, caregiver/dependent support, etc.
- Supervisors shall update telework agreements NLT 15 August, as required, to document specific work arrangements.

#### **Cleaning Measures**

- Cost Centers shall identify highly-trafficked, higher-risk facilities that require more frequent cleaning by contract cleaners.
- Cost Centers shall provide employees proper cleaning supplies for common use, in addition to daily contract cleaning.
- Cost Centers and individual employees should hold workplace daily cleaning stations, using sanitizing hand wipes, bleach disinfectant, or other appropriate cleaning materials. Clean individual desks/workplaces, common areas, and common-use objects (copiers, coffee pots, door knobs / handles, etc).
- The following high-use areas will use specific cleaning protocols:
- Classrooms and labs: sanitation wipes will be provided for entering midshipmen to clean their desks, chairs, and/or workstations.
  - Athletic facilities with aerobic machines and weight training equipment: sanitation wipes will be provided for users to wipe down equipment prior to and after their

personal use.

- Cost Centers shall highlight any shortage of required cleaning supplies necessary to support operations.
- In the event of the identification of a COVID-positive employee, ensure workspace is properly secured with signage and cleaned by Public Works, in accordance with COVID-cleaning protocols and procedures.

#### **Feeding Measures – King Hall and Commercial Dining**

- Employ proper industry standards for PPE and hygiene for food service workers.
- Reduce size of feeding groups, through designated meal times and physical distancing.
- Restrict self-serve lines and reduce available common-use items condiments.

#### **Events, Meetings, and Group Activities**

- Under current policy, USNA remains open to DoD credentialed personnel, but closed to the general public and non-affiliated groups and non-command sponsored visitors. This policy will be continually re-visited as the CNIC Reset Plan progresses and as Health Protection Conditions (HPCONs) improve.
- Mission-affiliated meetings with external guests may occur, for groups less than ten, with appropriate physical distancing. Consideration should be given to virtual meetings, where appropriate, and should comply with DoD Stop Movement directives with regard to official travel.
- All sponsors of USNA events, meetings, group activities, etc. should conduct a formal risk management process during event planning that mitigates risk based on mission/purpose, group size, physical distancing, physical controls, PPE, and cleaning.
- Virtual meetings are encouraged over face-to-face meetings and gatherings. In-person meetings/gatherings are limited to 10 persons, with face coverings worn and physical distancing maintained.
- Per current HPCON guidance, Cost Center heads may approve physically-distanced special events and group activities for up to 50 persons; Chief of Staff approval is required for groups larger than 50.
- Once conditions and policy permit, any future special event, personal ceremony, or USNA facility usage should include adequate post-event cleaning as part of the contract agreement.

#### **Travel policies (leave, liberty, PCS, and official travel)**

- The DoD-wide Stop Movement Order has been replaced with a conditions-based travel policy for PCS and official travel (personal leave and liberty are exempted from the COVID-19 related travel restrictions).
- PCS and official travel will be evaluated and updated by state-wide (“Factor 1”) and local installation (“Factor 2”) metrics. These metrics will be managed via ADVANA, a CNIC enterprise-based portal, and available to individuals on My Navy Portal.
- Official travel (meetings, conferences, site visits, etc) are prohibited to/from areas under a stop

movement.

- Exemptions to stop movement are permitted for accessions activities, medical treatment, hardship, and pending separations and retirements. Exemptions/waivers will be approved by the Superintendent, via the Chief of Staff.
- The local area for leave and liberty is defined as 250 miles from Annapolis, Maryland.
- While USNA (NSAA Annapolis) remains a “green” location (HPCON Bravo or <50 cases per 100K person), the following leave and liberty policies apply:
  - Inside the local area, leave and liberty approval is delegated to the Cost Center head, who may further delegate as appropriate.
  - Leave approval outside the local area is delegated to the Cost Center Head and may not be further delegated. When authorizing leave or liberty, CCHs shall conduct a thorough risk assessment of the traveler’s destination(s) to determine the risk of COVID exposure. If travelling to high risk areas (defined as > 50 cases per 100k persons – 7 day moving average), the CCH shall determine if the travel will impact mission accomplishment. If travel is authorized to a “red” location (>50 cases per 100K persons), members will be required to ROM upon return.
  - All employees shall be notified in advance if travelling to an assessed high-risk area and if a 14-day post travel quarantine/ROM is required. *This is particularly critical for employees that are not telework eligible.* Supervisors are recommended to clarify this requirement in writing with their employee.
  - DoD Civilian or contractor personnel traveling on leave to high risk locations are strongly recommended to follow DoD ROM precautions, and will not be permitted to return to the workplace until the 14-day quarantine period is completed.
- Military personnel should not go on leave or liberty if they have a fever or display COVID-like symptoms, or if they have had close contact with someone who has tested positive for the virus in the last 14 days.

### **3. TREATMENT and CARE for those that require medical attention and for those in isolation/quarantine.**

#### **Treatment Protocols and Care Measures**

- Medical providers will follow DoD COVID-19 Practice Management Guide for treatment of COVID-19 patients
- Ill individuals will be separated from healthy or asymptomatic personnel.
- While in isolation, COVID-19 patients will be monitored and assessed by medical at least daily or more frequently as deemed appropriate by medical provider.
- Ensure Patients have:
  - Counseling on appropriate self-care
  - Ability to quickly access medical if symptoms worsen
  - Access to resources such as food and other necessities of daily living
- Individuals identified with more severe symptoms will be transported off-base to local

Emergency Room/medical treatment facilities for evaluation and admission as appropriate.

- While in ROM/Quarantine, personnel will be monitored and assessed by chain of command at least daily.
- Food, medical, and mental health professional visits provided to all midshipman ROM personnel.
- Maximize availability of onboard counseling resources, mental health specialists, resiliency support, chaplain support



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## USNA COVID-19 Screening Questionnaire

(adapted from USFFC/NAVNORTH v 2020.04.18)

1. IN THE PAST 24 HOURS, have you had any of the following symptoms?

☐ YES ☐ NO

- Fever or chills
- Muscle or body aches
- Cough (not due to allergies) Sore throat
- Shortness of breath
- Loss of smell or taste
- Nausea or vomiting
- Congestion or runny nose
- Diarrhea

If "Yes", **LEAVE/DO NOT ENTER** the workplace (MIDN do not leave your room in Bancroft Hall). Uniformed personnel inform Chain of Command. DoD Civilian or Contractor inform supervisor. Put on a clean mask or face covering and contact/report to your medical provider (call ahead to inform them of your arrival). Follow CDC Guidance. **ENTRY DENIED**

2. Have you **TRAVELLED INTERNATIONALLY** in the past 14 days?

☐ YES ☐ NO

If Yes", **LEAVE/DO NOT ENTER** the workplace. Contact Supervisor. Supervisors consult with base Public Health Emergency Officer (PHEO). If member travelled to/through/from a CDC Level 2 or Level 3 country,

- Uniformed Personnel. Complete 14 Days of ROM. **ENTRY DENIED**
- GS/Contractor. Notify supervisor. Do not enter workplace for 14 days. Follow CDC quarantine guidance. **ENTRY DENIED**

3. Have you **TRAVELLED DOMESTICALLY** outside your authorized local travel radius (250 nm of USNA or domicile) in the past 14 days?

☐ YES ☐ NO

If "Yes," **Contact supervisor/ employer for specific guidance.** Supervisor will make a risk assessment and determine potential ROM / quarantine requirement based on state/county of travel location and routing.

4. Have you had CLOSE PERSONAL CONTACT, with anyone who has been diagnosed with, or been tested positive for, COVID-19 in the past 14 days? (*Close contact is defined as within 6 feet for greater than 15 minutes*)

☐ YES ☐ NO

If "Yes", **LEAVE/DO NOT ENTER** the workplace. Put on a clean mask or face covering and contact/report to your medical provider (call ahead to inform them of your pending arrival) for ROM/Quarantine determination. **ENTRY DENIED**

**When Enhanced Medical Screenings are directed:**

5. **TEMPERATURE CHECK** (screeners shall conduct while wearing face masks)

Enter Temp \_\_\_\_\_

- If temperature is less than 100° F (37.8° C), allow access. Screening is complete.
- If temperature is equal to or higher than 100° F (37.8° C), **LEAVE/DO NOT ENTER** the workforce. (Note: Screener may re-take temperature in 5-10 minutes to reverify temperature.) Uniformed personnel inform Chain of Command, DoD Civilian or Contractor inform supervisor. Put on a clean mask or face covering and contact/report to your medical provider (call ahead to inform them of your arrival). Follow CDC Guidance. **ENTRY DENIED**